

REGULATIONS FOR THE STUDENTS' HOUSES OF THE MUSIC ACADEMY OF ST. MONIUSZKO IN GDAŃSK

CHAPTER I.

GENERAL PROVISIONS

1. These Regulations specify the rights and duties of permanent tenants and other persons staying on the premises of the following Students' Houses:

Students' House No. 1 – “Four Seasons of the Year” - / address: Gdańsk, Plac Wałowy 15A /,

Students' House No. 2 – “Sonata” - / address: Gdańsk, ul .Łąkowa 1/2,

(further referred to as Students' Houses /SH/.)

2. Both Students' Houses (SH 1 and SH 2) are an integral part of the Music Academy of St. Moniuszko in Gdańsk (further referred to as the Academy); **and, as its property, are subject to proper care and protection** of the Tenants. This care is supposed to mainly consist in maintaining the SH in a proper state and condition, as well as abiding by the rules of acceptable social conduct and general safety and health provisions.

3. SH are places of temporary residence, studying and rest for:

- authorised full time and PhD students at the Music Academy of St. Moniuszko in Gdańsk,

- Students from countries other than Poland – on the basis of international contracts entered into by the Academy,

- other persons – if, after registering the authorised Students, there are spare rooms or places in some rooms left,

- persons using guest rooms / the rules of using such rooms are specified by the SH Manager in a separate ordinance /.

4. The Tenants in both SH shall be represented by the Tenants` Representatives, selected from all the Tenants by secret roll-call vote.

5. The organisation and administration of both SH is supervised by the SH Manager on behalf of the Academy.

CHAPTER II.

SPECIFIC PROVISIONS

1. The places in SH are allocated by the Commission composed as follows:

- Pro-rector for Students` Affairs,
- Manager of both SH,
- Tenants` Representatives for both SH No.1 and No. 2.

2. The places in SH are allocated for the given academic year.

3. Priority in allocating the places in SH is given to those students who, due to having to commute to the Academy on a daily basis, would find it impossible or very difficult to study, and who are also in a difficult financial situation.

4. The rent for a place in SH is established by the Commission composed as follows:

- Pro-rector for Students` Affairs
- Chancellor,
- SH Manager,
- SH Tenants` Representatives.

5. Students wishing to apply for a place in SH for the next academic year **should file an application for the place** by 31st May of a calendar year. Applications are filed in the Dean`s Office of Department No.3 (the Vocal Department) - /the yellow building, room 203/. **Candidates for the first year of first degree studies** file their applications for a place in SH in the course of a separate procedure.

6. The Students who have been granted a place in SH are obliged to confirm their wish to occupy the rooms allocated to them with the SH Manager, **within 7 days** of publishing the lists with names of students allocated to particular rooms. Such lists shall be published every time the Commission takes its decision to allocate places in SH; it shall be published immediately in a form of an announcement put on information boards and also on the Academy's website. **Failure to inform about accepting the offered place** in SH, as described in item 6, shall mean that the Student has resigned from it.

7. Should a Student decide to resign from the place (s)he has been allocated in SH, (s)he is obliged to inform the SH Manager about this in writing / the document should be submitted in person or sent via e-mail) by 15th September of a given year.

8. Rooms are allocated by drawing lots, the principles of which are established by the SH Tenants' Managers and which is conducted by them.
/ Details regarding **the principles of allocating rooms** are specified in Annex No. 1 to these Regulations /.

9. Checking in begins on the day before the beginning of the academic year /this day is free of charge/ and the check-in period lasts 14 days.

10. In order to check in the SH one needs to produce the following documents:

- identity card,
- military ID / men /,
- passport / Students from countries other than Poland/.

11. The residence in SH is temporary – its period is specified by dates in an individual contract entered into by the Academy with the Student. Once the Student has checked in the SH, (s)he obtains a status of SH Tenant, with all the rights and duties related to his/her residence in SH.

12. There is no right to obtaining a place in SH in the following cases:

- during the Dean's leave,
- during the period of suspension from the student's rights,
- if the student failed to pay the rent for residence in SH in the previous years.

13. In the case of a gross breach of these Regulations by an SH Tenant, the SH Manager has the right to request the Pro-rector for Students` Affairs to remove such a Tenant from the SH.

The ultimate decision of a possible removal of a Tenant is on the part of the Pro-rector for Students` Affairs.

CHAPTER III.

RIGHTS AND DUTIES OF HS TENANTS.

1. Tenants of both SH have the right to:

a - **spend the nights free of charge** on the premises of both SH (this concerns Students who are Tenants) if they are registered in a given SH.

b - **use** all the common rooms and facilities in the SH, according to their designation.

c – **use** the deposit space in the SH, / only during the holiday period /.

d – **have visitors** in their rooms, between 8.00 am – 11.00 pm. The visitors of the SH Tenants are obliged to leave their ID at the reception of the SH, and to give the name and surname of the person they are visiting/ or to give the number of the room they are visiting.

- **Visitors** under the influence of alcohol have no right to enter SH premises.

– **Persons who are not SH Tenants** may spend the night in the room occupied by the Student hosting them on condition that all the Tenants of that room agree to this, and the person reports this fact at the SH reception and pays the fee for staying the night. (Such fees are specified by the Rector of the Music Academy in Gdańsk, in a separate ordinance).

- **Persons who receive visitors** (apart from the legal implications related to their criminal, tax and disciplinary liability for any /possible/ damage arising out of the actions of their visitors) **are also obliged to:**

- prevent all the actions of their visitors which might lead to any damage or disturbance of peace or order on the premises of SH.

- if need be, inform the SH reception about any inappropriacies and possible threats.

e- **SH Tenants also have the right to:** change the allocated place in the SH to another one: this concerns both SH. Such a change required the consent of SH Manager. Tenants are entitled to this right throughout the entire academic year.

f – **change** the arrangement of the room interior: this requires the consent of the SH Manager in writing.

g – **organise social events** on the premises of SH. – each time after obtaining the consent of the SH Manager in writing. All the **consequences** arising out of organising such events, (i.e. repairing any possible damage, etc.), **shall encumber the organiser of the event;** (s)he is also responsible for restoring the order in all places in SH which were used for the purposes of the event.

2. SH Tenants are obliged to:

a – abide by the rules specified in the SH Regulations, and to obey the decisions of the SH Manager and SH Representatives, which are taken within the limits of their competences specified in Chapter IV of these Regulations.

b – abide by the rules concerning checking in and checking out, applicable for the SH,

c – abide by the health, safety and anti-fire rules and provisions,

d – pay the rent for staying in SH by 15th day of each month of residence,

e – not to behave in a noisy way from 11.00 pm. to 06.00 am.

f – care for the property in the SH, to keep the rooms and common areas clean and tidy, and also to report all the malfunctions and inappropriacies in the functioning of the SH at reception.

g – leave their room keys at SH reception every time they leave the SH.

3. The Tenants of both SH are forbidden to:

a – **cede, sub-let or make available** in any form (even free of charge) their place in the allocated room to any third parties who are not authorised to reside in the room.

b – **to alter** the door locks, make spare keys and fit new locks, both in the rooms they occupy and in any other doors in the SH. Any such changes must be approved by the SH Manager only.

c – **make unauthorised changes in** electrical, gas, TV, telephone and internet installations, as well as in other facilities: both in the rooms and in the common areas on the premises of the SH.

d – **remove** anything which is part of the facilities or furnishings of the SH.

e – **make SH facilities available** to any third parties not being SH Tenants, without the consent of SH Manager.

f – **take the objects** constituting SH and Academy`s property **out** of the premises.

g – **distribute** cigarettes, alcohol and other abusive and debilitating substances, including drugs.

h – **bring, consume and be under the influence of** alcohol and other abusive substances on the premises of both SH.

i – **produce or be in possession of** drugs and other abusive substances.

j – **copy or sell** illegal software – such as CDs, DVDs and other carriers.

k – **pursue gambling games** on the premises of SH.

l – **throw** any objects **out of the windows**.

m – **dump in the sanitary facilities** any objects which might cause their failure or malfunction.

n - **smoke** tobacco on the SH premises.

o – **keep pets** in the occupied rooms

p – **put up, on the walls in the occupied rooms**, any posters, photographs or decorations, (as long as it is against point “f” Chapter III. item 1. of these Regulations).

r – **be in possession of** pneumatic and fire arms.

s – **use audio equipment** in a manner disturbing the Tenants and preventing them from studying or resting.

t – **organise social events disturbing the peace and quiet** of co-Tenants and Tenants occupying other rooms / e.g. by playing loud, and thus disturbing, music, making disturbing noises, etc./.

CHAPTER IV.

RIGHTS AND DUTIES OF THE SH MANAGER AND OTHER SH PERSONNEL.

1. – Students` Houses Manager administers them and manages the finances of both SH.

2. – SH Manager`s tasks are as follows:

a – **supervising** if these Regulations are abided by.

b – **providing assistance to Students** in matters related to their stay in the SH.

c – **caring for** the appropriate condition of equipment, devices and facilities on the premises of both SH.

d – **checking the cleanliness** of the rooms, together with the Tenants` Representative(s). Such checks take place during the tenancy period, maximally once a month. After the check the SH Manager makes a note.

3. – Competences of the SH Manager:

a – SH Manager / and also SH reception personnel / have the right to refuse access to the SH premises to any person from the outside who has previously committed a breach of the SH Regulations that were in force at that time.

b – SH Manager / and also any other person (s)he designates, such as a maintenance technician, or a health, safety and fire protection inspector/ have

the right to enter any room during the absence of the Tenants, should there be a malfunction of any equipment installed in the SH or in any other, unpredictable situations requiring immediate action.

c – SH Manager has the right to immediately intervene in the case of gross infringement on the rules of social conduct on the premises of both SH.

d – SH Manager, acting in cooperation with SH Tenants` Representatives and Pro-rector for Students` Affairs, has the right to immediately expel a Student from the SH if a situation described above in item “c” arises.

e – SH Manager has the right to move the Tenants to other rooms during the academic year if there is a need to fully and effectively use the accommodation base (s)he is in charge of.

4. – Rights and duties of SH Tenants` Representatives:

1. – SH Tenants` Representatives represent all the Tenants. They are elected by the Tenants by voting. The rules and manner in which they are elected are specified in Annex no.2 to these Regulations.

2. – Tenants` Representatives are obliged to:

a – cooperate with the SH Manager

b – inform the SH Manager of all the comments, complaints and suggestions for changes in the SH made by the Tenants.

c – inform the SH Manager about the social life on the premises of SH.

d – supervise the order in SH

e – ensure respect for the property in SH, maintaining SH and its vicinity neat and tidy

3. – Tenants` Representatives have the right to:

a – cooperate with the SH Manager in all matters related to the residency in the SH.

b – organise drawing lots for the places in the rooms

c – allocate places in the rooms left unoccupied after the lot drawing.

d – ensure that the Tenants abide by these SH Regulations.

CHAPTER V.

LOSS OF THE RIGHT TO RESIDE IN SH AND RULES OF EVICTION.

1. – A Student loses his/ her right to reside in the SH:

- a – upon completion of studies,
- b – upon expiry of the tenancy contract,
- c – if (s)he is crossed out from the list of students at the Academy
- d – if his/her Academy student`s rights have been suspended
- e – if (s)he is on the Dean`s leave,
- f – if (s) he fails to abide by these SH Regulations,
- g - if, despite receiving orders to pay, (s)he has outstanding rent payments for SH for the period exceeding 2 months,
- h – if (s)he cedes or sub-lets the allocated SH place to any third party.
- i – for any other justifiable reasons.

2. – A Student is subject to an eviction order:

- a – if (s)he persistently breaches the provisions of these Regulations, despite previous warnings not to do so.
- b – if (s)he intentionally damages or steals property belonging to the SH Tenants or the property of the SH and the Academy,
- c – infringes on the right to personal physical integrity of the persons on the premises of SH,
- d – consciously causes a threat to the safety on the premises of SH,
- e – in cases specified in point 1.- items ”g” and „h” of this Chapter.

3. – Prior to the eviction, the SH Manager, at the presence of the Tenant, conducts a check of the room with regard to the cleanliness and technical condition of the equipment. Based on this check, the SH Manager draws up a

handover report. The report becomes binding upon its signing by the SH Manager and the evicted Tenant.

4. – The evicted Tenant is obliged to:

- a – return the obtained equipment,
- b – vacate the room in a neat and tidy condition,
- c – make all the outstanding payments,
- d – return the keys.

5. – The Tenant has the right to appeal against the eviction order (in writing, within 3 working days), to the Pro-rector for Students' Affairs. The Pro-rector may waive the eviction order or uphold it. The Pro-rector's response is given to the Tenant within 3 working days.

Pro-rector's decision is final.

FINAL PROVISIONS

1. – These Regulations are binding for all the Tenants of both SH of the Music Academy of St. Moniuszko in Gdańsk.

2. – All SH Tenants are obliged to read these Regulations.

3. – In all matters not regulated by these Regulations, the provisions of the Polish Civil Code shall apply.

4. – Upon these Regulations taking effect, the Regulations of 01.10.2008 become invalid.

5. – These Regulations take effect on 01.01.2013.

KANCLERZ
Akademii Muzycznej w Gdańsku

Piotr Żerko
mgr Piotr Żerko

KIEROWNIK
Działu Organizacji
Akademii Muzycznej w Gdańsku

Jolanta Sidorowa
mgr Jolanta Sidorowa

PROREKTOR
ds. studenckich

Andrzej Artykiewicz
prof. dr Andrzej Artykiewicz

ANNEX NO. 1

Allocation of rooms in SH.

1. The meeting on room allocation is held after the one on granting the rights to residency in SH 1 and 2. **Allocation is performed by the Commission**, composed as set forth in Chapter II. / 1, taking into account the results of drawing lots as set forth in point 3.

2. The time of the meeting is established by the SH Tenants` Representatives.

3. Allocation of places in specific rooms takes place via drawing lots by the future SH Tenants and it is carried out in the following order:

a – 1-person rooms

b – 2-person rooms

c – 3-person rooms.

4. Priority in drawing lots for rooms (both the 1-person and the 2-person ones) is given to those Students who previously resided in the given SH. Other rules of drawing lots for the rooms are to be decided on by the SH Tenants` Representatives.

5. Candidates for Tenants who are absent during drawing lots may authorise, in writing, another person to represent them at the room allocation meeting.

6. Persons who are present at the meeting / or their authorised representatives who are present / have priority in drawing lots for the rooms, at the sequence established by SH Tenants` Representatives.

7. Students who are absent at the meeting and hence do not take part in drawing lots shall be allocated the rooms by the Manager of both SH and the Tenants` Representatives.

Rules of allocating rooms in the SH.

1. Priority for places in 1-person rooms is given to those persons who in the following academic year will be in the second year of master`s degree studies.

2. If not all the 1-person rooms have been occupied by these students, then the priority is given to first year students of master`s degree studies, and subsequently to those in the junior year, and so forth.

3. Priority for places in 2-person rooms is given to those persons who in the following academic year will be in the second and first years of master`s degree studies, as well as those in the third and second year of bachelor`s degree studies.

4. If not all the 2-person rooms have been occupied by these students, then the priority is given to first year students of master`s degree studies, and subsequently to those in the junior year, and so forth.

5. Students have the right to be allocated the same room again (for the next academic year) if this does not contradict point 3 of this Annex. This principle applies to 2-person and 3-person rooms only.

6. In each academic year the following rooms are made available /if need be/:

- for the disabled / given to students who submit a medical certificate/
- for married couples
- for mothers with children

ANNEX NO. 2

Elections of Students` House Tenants` Representatives

1. – One Representative is elected for SH no.1, and two Representatives for SH no.2.

2. – All Students at the Musical Academy of St. Moniuszko in Gdańsk may be candidates for the position of a Tenants` Representative, provided that they have resided in the given SH for at least two years.

3. – SH Tenants` Representatives are elected by the Tenants of the given SH by secret voting.

4. – The elections are valid if at least 50% of the Tenants of the given SH have participated in them.

5. –Those candidates who have obtained the biggest number of votes during the voting described in point 3 of the Annex become SH Tenants` Representatives.

6. – If two or more candidates obtain the same number of votes, the elections are repeated.